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ADM-6

DD/S&T-0341-64

31 JAN 1964

MEMORANDUM FOR: Assistant Director, OCS
Assistant Director, OEL
Assistant Director, OSD
Assistant Director, OSA
Assistant Director, OSI
Director, FBIAC

SUBJECT: Status of FY '64 Funds for External Contracts

1. I have asked Plans and Programs Staff to prepare with each Office of the DD/S&T a short briefing on the status of external contracts, contractors and funds for FY 1964. The purpose is to make possible an overview on a Directorate-wide scope of the projected status of contract funds on 1 April 1964.

2. We have received information reflecting the following thoughts by the Office of the Executive Director-Comptroller:

(a) All funds not actually obligated (distinguished from those earmarked, designated, or programmed) on 1 April may be "frozen" by the Comptroller; rejustification of each expenditure from these funds will be required. They will be placed in somewhat the same status as the Reserve which was created by withholding of funds from original Office allowances.

(b) There may be a ruling or a decision that funding during the fourth quarter may not exceed the highest rate attained during any single previous quarter of FY 64.

3. The points which should be defined in the 15-30 minute briefings are:

(a) The total funds committed as of the date of the presentation; i.e., the totals of the several contracts now signed by both Agency and company representatives. Do not include in this category amounts of money assigned, earmarked, programmed, planned for contracts which are in process in logistics, under discussion, awaiting a signature, held up for clearances, or in any stage of negotiation or suspense.

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(b) The total of funds obligated but not committed by contract; i.e., formal contracts have been written and are in process. Report the progress across the several hurdles of negotiation, and the present resting place of the contract. Finally, the best estimate by Logistics and your Office as to the date on which the contract will receive the last required signature.

(c) A listing of proposed and approved tasks for which proposals have been sent out or received, or other actions have been taken, but for which formal contracts have not yet been written; i.e., IDCI, CD/S&T, or AD's have signed approval memos and some steps preparatory to formal contract have been taken. Money has been earmarked for these tasks on the intra-office books. Include a statement as to the next action which should be taken on each contract; i.e., whose move?

(d) A shopping list of projects on which no actions have been taken beyond the programming stage; i.e., money requested in FY 64 program, program approval was obtained, but no request for bids or proposals have been solicited.

The total amounts of (a) thru (d) of the above should now equal the funds which are allotted to each Office under the FY 1964 Financial Plan, exclusive of reimbursement funds.

(e) A listing of projects for which there is a need but for which funds were postponed or cancelled out in the FY 64 approved budget. Also, projects for which there were no foreseeable requirements until FY 64 budgeting was too far along for them to be included. This listing is for the purpose of providing a "DSC in contracting" should funds become available late in the fiscal year either through internal CD/S&T or Agency-wide reprogramming. It is, in essence, a reserve shopping list and several of the projects thereon should, during the last quarter, be pushed along in preparation for contracting so that the final act of obligating money could be accomplished without delay.

4. In addition to the status of contract funds, I would like a brief statement of the condition of your management and travel accounts. A simple line graph of months vs. actual amount spent, against either a steady rate curve, or 1963 experience, will suffice.

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5. Plans for these meetings on 6-7 February and, dependent upon the needs, we may schedule them on a monthly basis during this important period of the financial year.

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Signed: [redacted]

for Albert D. Wheelon
Deputy Director
(Science and Technology)

Distribution:
1 - Each Addressee
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DD/S&T: [redacted] 4020:hjb (29 Jan 64)

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